

City of Grants Pass



February 26, 2007

RE: Department Support Technician
Administrative Services Department

Dear Applicant:

Thank you for your interest in the position of Department Support Technician for the Administrative Services Department. The emphasis for this position will be the processing of accounts receivable transactions; researching and following-up on unpaid invoices; posting, maintaining, reconciling, and auditing varied and complex records associated with accounting; providing budget preparation support; and assisting the public in person and over the telephone.

The ideal candidate for this position will have automated accounting knowledge and experience preferably in a busy office environment; ability to work independently, prioritizing multiple tasks to meet deadlines while maintaining accuracy and attention to detail; ability to communicate effectively, both orally and in writing; ability to prepare complex reports, correspondence and records; knowledge of software programs, with a emphasis on Excel; and initiative to administer, analyze, and follow through with projects both timely and accurately.

Minimum qualifications for this position are: an Associate of Arts degree supplemented with one year of experience in a responsible environment OR graduation from high school (GED equivalent) with three years of experience in an increasingly responsible environment.

The entry hourly salary for this benefited position is \$13.34.

Attached to this letter you will find a job description, the City application and a supplemental questionnaire. To apply submit a completed application, supplemental questionnaire, resume, and cover letter no later than 5 p.m. Friday, March 16, 2007. No late, incomplete or faxed applications will be accepted. Completed application materials can be sent to: City of Grants Pass, attn: Personnel, 101 NW "A" St, Grants Pass, OR 97526.

The selection process for the position of Department Support Technician may include the following steps: application, assessment center/interview, tentative offer, reference checking, education verification, pre-employment physical and drug screen, and final offer of employment. The ranking and selection of applicants to proceed in the process includes: experience, education, responses to supplemental questionnaire and meeting minimum qualifications of position.

If you have any questions or need additional material, please do not hesitate to contact me or the Personnel Office at (541) 474-6360.

Sincerely,

Dianne J. Gee
Human Resources Manager

Attachments

101 Northwest "A" Street • Grants Pass, Oregon 97526 • (541) 474-6360 • FAX (541) 479-0812 • www.ci.grants-pass.or.us

101 Northwest A Street
Grants Pass, Oregon 97526
541-474-6360

For Office Use Only # _____
Date _____
Application Reviewed _____

Employment Application

EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER

POSITION APPLIED FOR: _____

PLEASE PRINT OR TYPE:

Last Name	First	Initial	
Street Address	City & State	Zip	
Mailing Address	City & State	Zip	
Telephone (Home)	(Work)	(Cell)	(Message)
Electronic Mail Address			
Social Security Number		Drivers License # / State / Expiration Date	

Answer all of the questions listed below:

- Are you 18 years of age or over? Yes No
- If applying for a sworn Police Officer position, are you 21 years of age or over? Yes No
- Can you demonstrate that you are a Citizen of the United States or that you are legally authorized to work in the United States? Yes No
- Have you previously been employed by the City of Grants Pass? Yes No
If so, When and what position/s? _____

- Have you ever been a member of a State of Oregon Public Employees Retirement System (PERS)? Yes No
- Have you ever been convicted of a felony or a misdemeanor other than a minor traffic violation? Yes No

(Convictions are not an automatic bar to employment. Each case is considered separately.)
Please attach a separate sheet that discusses all convictions including date, charge, and disposition.

- Do you have a High School Diploma? Yes No

Name of School	Location (City & State)

- If not, do you have a General Equivalency Degree/Certificate? (GED) Yes No

Name of School	Location (City & State)

Skills and Abilities:

Using a scale of 0 to 5 (0 is low and 5 is high) please indicate your skill level for the following:

_____ Typing / Keyboarding (____wpm)	_____ Computer Use
_____ Email	_____ Internet Use
_____ Microsoft Office Applications	_____ Multi-Line Phone
_____ 10-Key	_____ Spreadsheet Software
_____ Public Speaking	_____ Interpersonal Communication Skills
_____ Defensive Driving	_____ Other _____

List any special training, certificates, professional, vocational licenses, registrations, languages, or additional job-related skills specific to the position you are applying for:

Education / Specialized Training:

List additional Education beyond High School (college, universities, military schools, trade schools etc).

Name of School (Include High	Location (City & State)	Major	Credits Completed	Certificates or Degrees

Employment History:

Starting with your present or last employer, please list your work experience during the last 10 years, including all non-paid or volunteer work. If you need more space, please attach additional sheets. Explain gaps in employment. A resume will not be accepted as a substitute for employment history.

Job Title _____ State Date _____ End Date _____

Employer _____ Address _____

Phone _____ Direct Supervisor _____

Were you a supervisor? Yes No If so, # supervised? _____ May we contact this employer? Yes No

Starting Salary _____ Ending Salary _____

Duties/Responsibilities _____

Reason for leaving : _____

Job Title _____ State Date _____ End Date _____

Employer _____ Address _____

Phone _____ Direct Supervisor _____

Were you a supervisor? Yes No If so, # supervised? _____ May we contact this employer? Yes No

Starting Salary _____ Ending Salary _____

Duties/Responsibilities _____

Reason for leaving: _____

Job Title _____ State Date _____ End Date _____

Employer _____ Address _____

Phone _____ Direct Supervisor _____

Were you a supervisor? Yes No If so, # supervised? _____ May we contact this employer? Yes No

Starting Salary _____ Ending Salary _____

Duties/Responsibilities _____

Reason for leaving : _____

Job Title _____ State Date _____ End Date _____

Employer _____ Address _____

Phone _____ Direct Supervisor _____

Were you a supervisor? Yes No If so, # supervised? _____ May we contact this employer? Yes No

Starting Salary _____ Ending Salary _____

Duties/Responsibilities _____

Reason for leaving : _____

Job Title _____ State Date _____ End Date _____

Employer _____ Address _____

Phone _____ Direct Supervisor _____

Were you a supervisor? Yes No If so, # supervised? _____ May we contact this employer? Yes No

Starting Salary _____ Ending Salary _____

Duties/Responsibilities _____

Reason for leaving : _____

If more space required for Employment History, please attach an additional sheet.

AGREEMENT: I understand any misrepresentation or deliberate omission may be justification for termination or refusal of employment. I agree to undergo psychological screening (when applicable), physical examination and drug screening. I fully understand employment is contingent upon meeting the City's physical requirements. (Note: Physical requirements will be assessed only as they relate to the position applied for. The City does not discriminate on the basis of handicap.) Candidates unsuccessful in any part of the testing process may reapply to test for future openings after waiting six months, unless it was for failure to pass the background or psychological examination, which requires the applicant to wait to retest for three (3) years. I HEREBY AUTHORIZE THE EMPLOYERS, SCHOOLS OR PERSONS NAMED ON THIS APPLICATION TO GIVE ANY ADDITIONAL INFORMATION REGARDING MY QUALIFICATIONS AND CHARACTER. I HEREBY AUTHORIZE THE CITY TO REVIEW MY DRIVING RECORD AS WELL AS CRIMINAL HISTORY.

Please read the above and sign _____

Signature

Date

CITY OF GRANTS PASS
AFFIRMATIVE ACTION QUESTIONNAIRE

NOTE TO APPLICANT: The City of Grants Pass is an equal opportunity employer. For the purposes of satisfying State and Federal requirements, your cooperation in volunteering the following information is appreciated. This form will be removed from your employment application and kept separate and confidential.

Name: _____

Position Applied For: _____

Age: _____

Gender: Male ☐ Female ☐

Please check the appropriate box:

Ethnic Origin (select one):

- ☐ **White** (not of Hispanic origin)- having origins in any of the original peoples of Europe, North Africa or the Middle East.
- ☐ **Black** (not of Hispanic origin)- having origins in any of the Black racial groups of Africa
- ☐ **Hispanic**- all peoples of Cuban, Mexican, Puerto Rican, Central or South America or other Spanish culture or origin regardless of race.
- ☐ **Asian or Pacific Islanders**- having origins in any of the original peoples of the Far East, southeast Asia, Indian subcontinent or the Pacific Islands.
- ☐ **American Indian or Alaskan Native**- having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.

Optional Survey:

I learned about this position through the following source(s):

- ☐ Newspaper (please specify) _____
- ☐ Organization or Group (please specify) _____
- ☐ Newsletter or Journal (please specify) _____
- ☐ City Employee ☐ Employment Office
- ☐ City Web Site ☐ Other (please specify) _____

CITY OF GRANTS PASS
DEPARTMENT OF SUPPORT TECHNICIAN
SUPPLEMENTAL QUESTIONNAIRE

Please answer the following questions in your own handwriting. Limit your response to no more than 1 page per question.

Name: _____ Date: _____

1. Describe any methods you have developed for meeting critical task deadlines when dealing with conflicts in your job and being interrupted by requests for information and special project assignments.

2. Explain a situation where you had to research, analyze, and balance critical financial reports.

3. Please tell about your experience in real estate and land use.

4. Briefly describe your experience, knowledge and usage of Excel. What types of projects have you utilized Excel to complete your assignments?

I certify that each of the answers given above is correct and true to the best of my knowledge. I understand that any untruthfulness on this form will be grounds for subsequent disqualification or dismissal in the event that I am hired for the position of Department Support Technician.

Signed: _____

Date: _____

DEPARTMENT SUPPORT TECHNICIAN

Exempt No
Group GPEA

GENERAL STATEMENT OF DUTIES:

Performs a variety of technical and support duties assisting the Director and Supervisors. Assists with budget preparation, maintains records and billing, prepares contract specifications and public bids, conducts project research. Performs general clerical work and other duties as assigned.

SUPERVISION RECEIVED:

Works under the general supervision of the Director or Supervisor.

SUPERVISION EXERCISED:

May supervise temporary or part-time clerical employees.

KEY PERFORMANCE AREAS:

1. Provide administrative assistant support to specific executive staff. Reviews and completes accounts payable and receivables.
2. Prepares purchase and contract bids specifications.
3. Assists in preparation of budget documents.
4. Retrieves budget expenditure information and prepares budget reports.
5. Assists with projects, researching and collecting data, and performing basic analysis.
6. Maintains a variety of files including evaluations, grants, projects, right of way, and acquisitions.
7. Answers inquires and responds to internal and external public requests.
8. Assists in preparation for public meetings.
9. Assists in preparation of grant applications, project newsletters, and press releases.
10. Assists with event/workshop planning and preparation
11. Performs other duties as assigned.

DEPARTMENT SUPPORT TECHNICIAN (Continued)DESIRABLE QUALIFICATIONS:KNOWLEDGE

in the operation of personal computers, spreadsheets, data bases, desktop publishing, and word processing; of basic research principles, practices and terminology, and their application; of filing techniques, grammar, composition, mathematics, and office practices; of the functions, organization, and procedures of the Department.

SKILL

in the use of standard office equipment to include personal computer, ten-key, copier, and fax.

ABILITY

to research, collect and interpret data; to perform basic analysis and prepare reports; to organize and retrieve data and files; to easily adapt to new computer skills and programs.

MINIMUM QUALIFICATIONS:EDUCATION/TRAINING
& EXPERIENCE

Associate of Arts degree supplemented with one year of experience in responsible environment or graduation from high school (or GED equivalent) with three years experience in increasingly responsible environment.

KNOWLEDGE

of clerical methods, procedures, and routines.

ABILITY

to follow oral and written instructions accurately and to communicate effectively orally and in writing.

to establish effective working relationships and graciously deal with internal and external customers.

to meet and deal with the public effectively and diplomatically, personally and over the telephone.

to schedule time and organize work activities.

to work with minimum supervision.

to use initiative and independent good judgment in carrying out responsibilities.

PHYSICAL DEMANDS

While performing the duties of this job the employee is regularly required to use hands, ears, eyes, nose, and feet. This includes correctable vision so as to be able to complete field inventories of facility conditions and use computer monitor equipment; ability to manipulate small objects and common hand tools; hearing and speech to communicate verbally with the public and staff by telephone and in person; hearing to distinguish warning tones and commands; ability to operate a motor vehicle; ability to lift 10 pounds.

SPECIAL
QUALIFICATIONS

Possession of a valid Oregon driver's license at all times during employment with the City.

Approved: William A. Peterson, Jr.
William A. Peterson, Jr.
City Manager

Date: 23 July 03

Adopted by Council Resolution No. 4706